



UNIT COMMANDER'S FINANCE REPORT

**A GUIDE FOR COMMANDERS
AND FIRST SERGEANTS**

13th Finance Group

Fort Hood

TABLE OF CONTENTS:

<u>Page</u>	<u>Topic</u>
1	Introduction
2	Definitions
3	LES / NPA / UCFR
4	LES Distribution Process
5	PAC Responsibilities
6	Command Responsibilities
7	UCFR Review Procedures
8-14	UCFR - Step By Step
15	UCFR Turn-in Procedures
16	Supporting Documents
17	Common UCFR Problems
18	Note from CDR, 13th Fin. Group

INTRODUCTION

The Unit Commander's Finance Report (UCFR) is the most important tool a commander has to monitor and evaluate his/her Soldiers' finance data. By thoroughly reviewing and certifying it monthly, the unit can drastically reduce the amount of pay inquiries and stabilize their Soldiers' pay.

The process of reviewing and certifying the report takes approximately one-half hour to one hour per month and is a wise investment of time for Commanders and First Sergeants. This relatively short commitment each month can end up saving immeasurable frustration and headache. It will also greatly reduce the amount of time Soldiers and leaders miss training events to handle pay-related problems.

Please utilize this guide as a reference when you review your UCFR monthly. It will remind you of the most important areas and will actually save you time by referring to it. If while reviewing your UCFR you have a question, don't hesitate to call your servicing finance unit to get an interpretation. The section on "Common UCFR Problems" should be particularly useful to you during your review.

Background information is provided at the beginning of this guide to lay the foundation for your knowledge of the UCFR. Definitions and terms are explained to ensure you understand the basics which the UCFR revolves around.

Because the UCFR review process ties closely to the LES distribution process, that process has been included in this guide as well. Commanders and First Sergeants oftentimes do not understand that entire process. Scan that section to update yourself on current procedures and gain insight into each agency's role.

Please keep copies of your UCFRs for at least one year. This will assist you in maintaining unit records (CIP inspection item) and also in tracking UCFR corrections.

Leadership emphasis is critical throughout the UCFR process. We pledge that we will make every effort to pay soldiers accurately and timely. We ask you to help us in that endeavor.

"The burdens on unit commanders are many; however, those commanders who use the UCFR properly generally receive the best pay support for their Soldiers. We must impress upon all commanders that the UCFR is a critical leadership tool that results in better care for their Soldiers and better stewardship of our military personnel dollars."

Ronald H. Griffith
General, U.S. Army
Vice Chief of Staff

DEFINITIONS

AAA-162:	A report the PAC generates that lists all Soldiers assigned to the unit. Used to compare with the UCFR to ensure all Soldiers are listed.
Certification (UCFR):	The unit commander must sign the UCFR each month which completes the whole UCFR process. (See Review (UCFR) and Suspense Date.)
End-of-Month Cutoff:	The date after which newly submitted transactions will not be input in time to be effective by end-of-month (usually the 20th of the month).
Finance Newsletter:	A monthly newsletter from your servicing finance office that accompanies your unit's LESs and UCFR. It disseminates current finance information and is a reference on how to and who to contact within the finance office.
LES:	The leave and earnings statement which all Soldiers receive each month.
LESs Request Form:	A local form that the PAC fills out following their UCFR/AAA-162 scrub that lists the Soldiers needing an LES.
LES Distro Meeting:	LES Distribution meeting occurs monthly and is where we give the LESs, UCFRs, and Finance Newsletters to the PACs for distribution to unit commanders.
Mid-Month Cutoff:	The date after which newly submitted transactions will not be input in time to be effective by mid-month (usually the 5th of the month).
NPA:	Net Pay Advices are the mid-month pay stubs that show the mid-month pay amount and the bank to which the amount was deposited.
PACIDN:	The code in the finance computer system that denotes the exact unit to which the Soldier is assigned. This code is critical to the UCFR process.
Processing Section:	The section within finance that processes the military pay transactions and all UCFR annotations.
Review (UCFR):	The process the unit commander undergoes each month upon receipt of the UCFR -commander checks for inclusion of all Soldiers and that Soldiers are receiving proper entitlements for their current status.
Supporting Document:	Any document required to support a pay change (Simply attach a copy to the signed copy of the submitted UCFR.).
Suspense Date (UCFR):	No later then the 10th of the month for the previous month's UCFR.
UCFR:	Unit Commanders Finance Report. The unit commander's most critical document in the tracking of and correction of Soldiers' pay accounts.

NPA / LES / UCFR

Net Pay Advice:

**Net
Pay
Advices
(1 per soldier)**

- * Soldiers with mid-month pay receive NPA monthly
- * Should be in the hands of the Soldier by payday
- * Only shows pay amount & bank account info
- * Use utmost care when distributing
- * Information is covered by the Privacy Act
- * CDRs/1SGs don't really need to review
- * Soldiers w/o mid-month pay receive NPA only when there is a remark on the NPA

Leave and Earnings Statement:

**Leave
and
Earnings
Statements
(1 per soldier)**

- * All Soldiers receive one monthly (may be turned off by individual Soldier through MyPay).
- * Should be in the hands of the Soldier by payday
- * Use utmost care when distributing
- * Return unneeded LESSs to the finance office (Preferably with remark on new location of Soldier)
- * Information is covered by the Privacy Act
- * CDRs/1SGs may review if desired

Unit Commanders Finance Report:

NO	NAME	UNIT	STATUS	DATE	AMOUNT	REMARKS
01	JOHN DOE	13TH FG	ACTIVE	04/01/05	1200.00	PAYROLL
02	JANE SMITH	13TH FG	ACTIVE	04/01/05	1100.00	PAYROLL
03	JOHN DOE	13TH FG	ACTIVE	04/01/05	1200.00	PAYROLL
04	JANE SMITH	13TH FG	ACTIVE	04/01/05	1100.00	PAYROLL
05	JOHN DOE	13TH FG	ACTIVE	04/01/05	1200.00	PAYROLL
06	JANE SMITH	13TH FG	ACTIVE	04/01/05	1100.00	PAYROLL
07	JOHN DOE	13TH FG	ACTIVE	04/01/05	1200.00	PAYROLL
08	JANE SMITH	13TH FG	ACTIVE	04/01/05	1100.00	PAYROLL
09	JOHN DOE	13TH FG	ACTIVE	04/01/05	1200.00	PAYROLL
10	JANE SMITH	13TH FG	ACTIVE	04/01/05	1100.00	PAYROLL

- * Commanders receive one each month
- * Ensure all Soldiers assigned are listed
- * Check Soldiers' entitlements
- * Annotate changes (attach documents as required)
- * Sign and return to the finance office

PAC Responsibilities

The primary responsibility of the PAC is to facilitate the transfer of the LESs from the local finance office to each company level unit. To distribute the LESs and UCFRs in a timely manner PAC should perform their duties.

The main action required at the PAC level is to compare the LESs received from finance with the unit's AAA-162 Roster to ensure that all assigned Soldiers receive an LES. It is critical that this review occur each and every month at the LES distribution meeting.

PAC Procedures:

1. Attend the monthly Finance LES Distribution Meeting.
2. Review the LESs received with the AAA-162 Roster.
3. Complete the "LESs Needed" form as necessary for any missing LESs.

<small>(Return this list prior to leaving PSNCO meeting)</small>	
UNIT NAME	
LESs NEEDED	
EOM ??? '9?	
<small>(All LESs will be available for pickup NLT 1600 today)</small>	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This form is available at Finance for all PACs. The PAC representative should write down the names and SSNs of Soldiers assigned to the unit but for whom there is not an LES present. Finance will use this form to provide the LES to the soldier (see below) and to make input into the finance system so that the Soldier receives an LES next month.

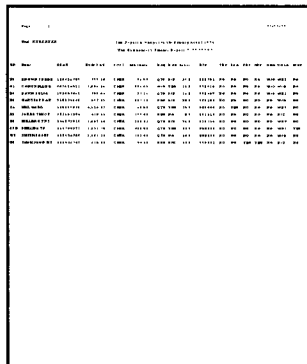
4. Turn in the "Missing LES" form to the finance representative prior to leaving the meeting.
5. Return to finance the day following LES distribution for all requested LESs.
6. Insert these LESs into the proper packets for distribution to the units.
7. Distribute all LESs to the units. LESs should be given to the company commanders or First Sergeants as soon as possible. There is no reason for the PAC to hold them for any length of time.

(Do not discard (throw away) any LESs that you erroneously receive. You should return them to the Finance Office so we can reroute them to the Soldier or investigate to ascertain the status of that Soldier.)

Command Responsibilities

Commanders and First Sergeants have the most important responsibility in the LES Distribution Process. **They must ensure that the LESs get into the hands of their Soldiers.** It is very important that an actual transfer occur from the PAC representative to a representative within the command. **Never place an LES in distribution or mail.** PAC will break the LESs down however necessary (e.g. by platoon, detachment, section, etc.) and promptly distribute to the Soldiers. Again, a physical transfer should occur each time the LESs pass through channels to the Soldier. Commanders and/or First Sergeants may elect to do a quick review of each LES, but there is no need to do an in-depth analysis. All the critical information is on the Unit Commander's Finance Report (UCFR). This is the report that the command must fully analyze to monitor finance data and identify possible problems.

When the command receives the finance packet from the PAC it should contain the following items in this order:



The image shows a screenshot of a Unit Commander's Finance Report (UCFR). It is a complex table with multiple columns and rows, containing numerical data and text labels. The table is organized into sections, likely representing different units or categories of personnel. The data appears to be financial in nature, consistent with the title 'Unit Commander's Finance Report'.

UCFR

**Leave
and
Earnings
Statements
(1 per soldier)**

LESs

The UCFR review process is covered in depth later in this guide. By this time in the process, you should have an LES for every Soldier in your unit (See PAC Responsibilities).

If you feel that the PAC is not fulfilling its responsibilities in this process, you should contact the S1 and attempt to resolve the problem.

Please call us if we can be of any assistance to you at any stage of this process.

UCFR Review Procedures

The image shows a sample UCFR table with multiple columns. The columns are labeled with codes and descriptions, such as 'PAY', 'ALLOWANCE', 'DEDUCTIONS', etc. The table contains several rows of data, some of which are highlighted in yellow. The data appears to be for a specific unit and time period.

The UCFR contains the essential information of which Commanders and First Sergeants need to be aware. Just because the data on the UCFR is accurate, it does not mean the Soldier's pay is 100% correct. By carefully reviewing the data on the UCFR, we identify and correct both the minor and major pay problems. If you take the time to carefully review your unit's UCFR on a monthly basis, it will undoubtedly pay you dividends in the future.

UCFR

Consult the following pages for Information on Specific Areas:

Pages 8-14 provide a step by step guide to reviewing your UCFR by providing detailed information on each column of the report.

Page 15 provides you information on submitting your UCFR to finance.

Page 16 provides examples on required supporting documents to support the pay changes you annotate. **(SOME CHANGES DO NOT REQUIRE SUBSTANTIATING DOCUMENTS.)**

Page 17 lists some common UCFR problems that you may find useful.

Page 18 is a note from the Commander, 13th Finance Group. Please read.

The local finance office will code the transactions using the substantiating documents attached to the UCFR. Page 16 lists what type of transactions require supporting documentation and which ones do not. The documents that do not require substantiating documents we code from the UCFR. Consult this list carefully when making your annotations to ensure that finance can take action . **Please do not forget to attach all necessary supporting documents.**

Most "Stop" requests on entitlements do not require supporting documents (FSA,HFP, HDP-L, etc).

UCFR - Step By Step

Commanders and First Sergeant's use this section as a reference guide when reviewing the UCFR. If you follow these steps thoroughly for each Soldier listed, this will ensure that you are providing the best service possible to your Soldiers.

This is a sample UCFR and an explanation of what each column contains:

Page: 1		??/??/??														
Unit: XXXXXXXXX		This Report is Subject to the Privacy Act of 1974														
		Unit Commander's Finance Report: ?-?? ??? 9?														
GR	Name	SSAN	EOM PAY	POPT	Allotmnts	BAH	BAS Leave	ETS	TDY FSH	FDP HFP	OHACOLA	IPAY				
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO NO	NO NO	W /OWD2	NO				
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W /O	YES 15.5	990918	NO NO	NO NO	W /OW /O	NO				
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO NO	NO NO	W /OWD1	NO				
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO NO	NO NO	NO W /O	NO				
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO YES	NO NO	NO WD3	NO				
E2	JONES TM OT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO NO	NO NO	NO B /C	NO				
E8	M ILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO NO	NO NO	NO WD3	NO				
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO NO	NO NO	NO WD1	YES				
W 2	SM ITH JOSEP	123456789	2,101.23	CHEK	102.00	QTR	YES 10.0	888888	NO NO	NO NO	NO W /O	NO				
E3	THOM PSON M	123456789	610.22	CHEK	34.50	REB	12.5	990321	NO NO	YES YES	NO B /C	NO				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

- | | |
|---|--|
| <ul style="list-style-type: none"> 1 Grade 2 Name 3 Social Security Number 4 End-of-Month Pay 5 Pay Option 6 Allotments 7 Basic All. for Housing 8 Basic All. for Subsistence 9 Leave 10 Expired Term of Service 11 Temporary Duty 12 Family Separation All. 13 Foreign Duty Pay 14 Hostile Fire Pay 15 Overseas Housing Allowance 16 Cost of Living Allowance. 17 Incentive Pay | <ul style="list-style-type: none"> Two letter grade designation Last Name - Space - First Name (Field contains only 11 characters) Full Social Security Number Amount received by Soldier for current end-of-month pay Shows the Pay Option the Soldier has elected Total amount of all allotments disbursed for the current month The type of housing allowance the Soldier is receiving, if any The type of subsistence allowance the Soldier is receiving The Soldier's current leave balance as of the last day of the current month The Soldier's ETS date (new ETS date will not update until old ETS date passes) "YES" if the Soldier received an Accrued Per Diem payment through his LES "YES" if Soldier was paid this entitlement for any portion of the current month "YES" if Soldier was paid this entitlement for any portion of the current month "YES" if Soldier was paid this entitlement for any portion of the current month Displays type of OHA paid to Soldier, if any Displays type of COLA paid to Soldier, if any "YES" if Soldier was paid this entitlement for any portion of the current month |
|---|--|

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring to the Step By Step instructions:

Page: 1				??/??/??											
Unit: XXXXXXXX				This Report is Subject to the Privacy Act of 1974											
				Unit Commander's Finance Report: ?-?? ?? 9?											
GR	Name	SSAN	EOM PAY	POPT	Allotments	BAH	BAS Leave	ETS	TDY	FSA	FDP	HFP	OHACOLA	IPAY	
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO	NO	NO	NO	W/OWD2	NO	
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W/O	YES 15.5	990918	NO	NO	NO	NO	W/O W/O	NO	
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO	NO	NO	NO	W/OWD1	NO	
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO	NO	NO	NO	NO W/O	NO	
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO	YES	NO	NO	NO WD3	NO	
E2	JONES TMOT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO	NO	NO	NO	NO B/C	NO	
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO	NO	NO	NO	NO WD3	NO	
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO	NO	NO	NO	NO WD1	YES	

1

2

3

4

1 Grade:

This column shows the grade of the Soldier in the finance system as of the end-of-month cutoff for the current month. If this grade is incorrect, you should pursue corrective action through the personnel system. You may attach a copy of the Soldier's promotion order to the UCFR as the local finance office can make input on some promotions after the personnel system has been updated.

2 Name:

This column displays the Soldier's last name followed by one blank space followed by the Soldier's first name. The field only contains 11 characters so only the first 11 characters of the name are shown. If either the last or first name shown is incorrect, you should submit a DA Form 4187 to us so we can update the system.

3 SSAN:

This column displays the Soldier's full 9 digit Social Security Number (abbreviated SSAN or SSN). If the SSAN is incorrect, then submit a DA Form 4187 to us so we can update the system.

4 End-of-Month Pay:

This column displays the amount of end-of-month pay the Soldier received for current month.

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring to the Step By Step instructions:

Unit: XXXXXXXX				This Report is Subject to the Privacy Act of 1974									
				Unit Commander's Finance Report: ?-?? ?? 9?									
GR	Name	SSAN	EOM PAY	POPT	Allotments	BAH	BAS Leave	ETS	TDY FSA	FDP	HFP	OHACOLA	IPAY
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO NO	NO NO	NO NO	W/OWD2	NO
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W/O	YES 15.5	990918	NO NO	NO NO	NO NO	W/OWD1	NO
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO NO	NO NO	NO NO	W/OWD1	NO
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO NO	NO NO	NO NO	NO W/O	NO
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO YES	NO NO	NO NO	NO WD3	NO
E2	JONES TM OT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO NO	NO NO	NO NO	NO B/C	NO
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO NO	NO NO	NO NO	NO WD3	NO
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO NO	NO NO	NO NO	NO WD1	YES
W2	SMITH JOSEF	123456789	2,101.23	CHEK	102.00	QTR	YES 10.0	888888	NO NO	NO NO	NO NO	NO W/O	NO
E3	THOMPSON M	123456789	610.22	CHEK	34.50	REB	12.5	990321	NO NO	YES YES	NO NO	NO B/C	NO

5

6

7

5

Pay Option:

This column should state "CHEK" for all Soldiers which means that the Soldier has direct-deposit into a bank account. If it does not state "CHEK", then the Soldier should submit an SF Form 1199 to designate a bank account or establish one on MyPay.

6

Allotments:

This column shows the total dollar amount of allotments the Soldier had for the current month.

7

BAH:

This column displays the type of Basic Allowance for Housing (BAH) the Soldier is currently receiving. The only entries you will see in this column are "QTR", "REB", "W/O", "W/D", or "DIF". "QTR" indicates the Soldier is in family type government quarters. "REB" indicates that the Soldier lives in the barracks, "W/O" the Soldier is off-post, but has no dependents. "W/D" the soldier is off-post and drawing BAH on behalf of authorized dependents. "DIF" is an abbreviation for BAH Difference. Soldiers receiving "DIF" are typically living in the barracks and having to pay child support but are not otherwise entitled to any form of BAH. If unsure, check the status of each of your Soldiers to ensure they are receiving the correct type of BAH.

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring to the Step By Step instructions:

Page: 1														??/??/??			
Unit: XXXXXXXX				This Report is Subject to the Privacy Act of 1974													
				Unit Commander's Finance Report: ?-?? ??? 9?													
GR	Name	SSAN	EOM PAY	POPT	Allotmnts	BAH	BAS Leave	ETS	TDY	FSA	FDP	HFP	OHACOLA	IPAY			
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO	NO	NO	NO	W/O	WD2 NO			
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W/O	YES 15.5	990918	NO	NO	NO	NO	W/O	WD NO			
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO	NO	NO	NO	W/O	WD1 NO			
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO	NO	NO	NO	W/O	NO			
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO	YES	NO	NO	WD3	NO			
E2	JONES TM OT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO	NO	NO	NO	B/C	NO			
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO	NO	NO	NO	WD3	NO			
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO	NO	NO	NO	WD1	YES			
W2	SMITH JOSEPH	123456789	2,101.23	CHEK	102.00	QTR	YES 10.0	888888	NO	NO	NO	NO	W/O	NO			
E3	THOMPSON M	123456789	610.22	CHEK	34.50	REB	12.5	990321	NO	NO	YES	YES	B/C	NO			

8

9

10

8

BAS:

Basic Allowance for Subsistence (BAS) shows the type of ration allowance the Soldier is receiving. Possible types are "YES", "NO", and "RNA". All officers and warrant officers automatically receive BAS so it should always state "YES" for them. The UCFR should be blank for all other Soldiers. You must review the LESs of soldiers with meal deduction.

"RNA" stands for Rations Not Available. Soldiers' can only receive RNA if a Dining Facility is not available.

9

Leave:

Leave Balance shows how many leave days the Soldier currently has accumulated as of the end of month. Please keep in mind that recent leave transactions may not have posted to the Soldier's account.

If you believe a Soldier's leave balance is incorrect, submit a pay inquiry with pertinent information and relevant DA Forms 31 attached and we will review the Soldiers leave balance.

10

ETS:

This column shows the current ETS date of the Soldier. If it is not correct, immediately submit a reenlistment or extension document. We must receive this document prior to the current ETS date listed on UCFR or this will adversely affect his/her pay (No Pay Due Statue).

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring to the Step By Step instructions:

Unit: XXXXXXXXX			This Report is Subject to the Privacy Act of 1974											
			Unit Commander's Finance Report: ?-?? ??? 9?											
GR	Name	SSAN	EOM PAY	POPT	Allotmnts	BAH	BAS Leave	ETS	TDY	FSA	FDP	HFP	OHACOLA	IPAY
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO	NO	NO	NO	W/O WD2	NO
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W/O	YES 15.5	990918	NO	NO	NO	NO	W/O W/O	NO
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO	NO	NO	NO	W/O WD1	NO
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO	NO	NO	NO	NO W/O	NO
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO	YES	NO	NO	NO WD3	NO
E2	JONES TMOT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO	NO	NO	NO	NO B/C	NO
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO	NO	NO	NO	NO WD3	NO
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO	NO	NO	NO	NO WD1	YES
W2	SMITH JOSEP	123456789	2,101.23	CHEK	102.00	QTR	YES 10.0	888888	NO	NO	NO	NO	NO W/O	NO
E3	THOMPSON M	123456789	610.22	CHEK	34.50	REB	12.5	990321	NO	NO	YES	YES	NO B/C	NO

(11) (12) (13)

(11) TDY:

This column will state "YES" if the Soldier received an Accrued Per Diem payment during the current month which generally means the Soldier is deployed. If the column states "YES" and the Soldier is not deployed, then there is a problem that needs your attention. Annotate the UCFR with the date the Soldier redeployed.

(12) FSH:

This column states "YES" if the Soldier received Family Separation Allowance (FSA) for any reason for at least one day of the current month. FSA is either Type I or Type II. Type I is normally received when a Soldier is on an unaccompanied tour and is living off-post. (Paid at the BAH w/o dependent rate.) FSA Type II is typically paid when a Soldier is away from his/her dependents for more than 30 days due to a deployment or extended TDY. FSA is paid at the rate of \$8.33 a day.

**(13) HDP-L:
(Formerly FDP)**

This column denotes whether the Soldier received Hardship Duty Pay -Location. HDLP is payable to all Soldiers who are performing official duties for more than 30 days in a designated hardship area. The amount varies by location and is paid daily (e.g. \$50 HDP-L rate equates to \$1.33 per day; \$00 HDP-L rate equates to \$3.33 per day; \$150 HDP-L rate equates to \$5 per day).

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring to the Step By Step instructions:

Page: 1		??/??/??													
Unit: XXXXXXXX		This Report is Subject to the Privacy Act of 1974													
		Unit Commander's Finance Report: ?-?? ??? 9?													
GR	Name	SSAN	EOM PAY	POPT	Allotmnts	BAH	BAS Leave	ETS	TDY	FSA	FDP	HFP	OHA	COLA	IPAY
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO	NO	NO	NO	W/O	WD2	NO
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W/O	YES 15.5	990918	NO	NO	NO	NO	W/O	W/O	NO
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO	NO	NO	NO	W/O	WD1	NO
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO	NO	NO	NO	W/O	NO	NO
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO	YES	NO	NO	NO	WD3	NO
E2	JONES TMOT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO	NO	NO	NO	B/C	NO	NO
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO	NO	NO	NO	NO	WD3	NO
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO	NO	NO	NO	NO	WD1	YES
W2	SMITH JOSEP	123456789	2,101.23	CHEK	102.00	QTR	YES 10.0	888888	NO	NO	NO	NO	W/O	NO	NO
E3	THOMPSON M	123456789	610.22	CHEK	34.50	REB	12.5	990321	NO	NO	YES	YES	NO	B/C	NO

14

HFP:

This column displays whether or not the Soldier has received Hostile Fire Pay (HFP) during the current month ("YES" or "NO"). HFP is paid in the amount of \$225 per month if the Soldier was in a designated HFP zone for any portion of the month. Saudi Arabia, Kuwait, Iraq, Afghanistan and Pakistan are a few countries currently designated as HFP area.

15

OHA:

This column shows receipt of Overseas Housing Allowance (OHA) during the current month and at what rate OHA is only payable if the Soldier is also receiving BAH. OHA has only two categories: with dependents and without dependents. The exact amount the Soldier receives depends on their grade.

16

COLA:

This column shows the rate the Soldier was paid his/her Cost of Living Allowance (COLA). The possible rates are Barracks COLA (B/C), Without Dependents (W/O), and With Dependent, (WD1, WD2, WD3, WD4, and WD5) with Dependents 1-5). WD5 is the max rate. COLA payment is based on the number of command-sponsored dependents and may fluctuate. Soldiers must be assigned to an area that qualify for this entitlement.

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring to the Step By Step instructions:

Unit: XXXXXX XX				This Report is Subject to the Privacy Act of 1974											
				Unit Commander's Finance Report: ?-?? ??? 9?											
GR	Name	SSAN	EOM PAY	POPT	Allotments	BAH	BAS Leave	ETS	TDY	FSA	FDP	HFP	OHA	COLA	IPAY
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO	NO	NO	NO	W/O	WD2	NO
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W/O	YES 15.5	990918	NO	NO	NO	NO	W/O	W/O	NO
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO	NO	NO	NO	W/O	WD1	NO
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO	NO	NO	NO	NO	W/O	NO
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO	YES	NO	NO	NO	WD3	NO
E2	JONES TMOT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO	NO	NO	NO	NO	B/C	NO
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO	NO	NO	NO	NO	WD3	NO
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO	NO	NO	NO	NO	WD1	YES
W2	SMITH JOSEP	123456789	2,101.23	CHEK	102.00	QTR	YES 10.0	888888	NO	NO	NO	NO	NO	W/O	NO
E3	THOMPSON M	123456789	610.22	CHEK	34.50	REB	12.5	990321	NO	NO	YES	YES	NO	B/C	NO

17

17

IPAY:

This column denotes whether the Soldier received any type of incentive pay during the current month. Examples of incentive pay are Flight Pay and Jump Pay.

(End of Step By Step Instructions.)

MOST IMPORTANT DATA ITEMS:

BAH:	Should Soldier be receiving BAH and is it the correct rate?
BAS:	Should Soldier be receiving BAS or Rations Not Available?
FSA:	Was Soldier entitled to Family Separation Allowance this month?
FDP:	Was Soldier entitled to Foreign Duty Pay (HDP-L) this month?
HFP:	Was Soldier physically in a Hostile Fire Pay area this month?
OHA:	Should Soldier be receiving OHA and is it the correct rate?
COLA:	Is the Soldier receiving the proper rate of COLA?
TDY:	If Soldier is redeployed, then it should not be "YES".

UCFR Turn-in Procedures

UCFR turn-in procedures should be IAW your unit's operating procedures. Your procedures may require that you turn in your UCFR to PAC or it may allow the commander to submit it to the Finance office. The objective is to submit the UCFR back into your servicing Finance Office by the suspense date.

If your SOP requires you to turn in the UCFR to the PAC, submit it to them in ample time so that they may forward it to finance by the suspense date. Also, it is a good practice to utilize a Unit Transmittal Memorandum (UTM) when transferring documents from one entity to another.

If your SOP allows you to turn in the UCFR directly to finance, you can submit your monthly UCFR to your servicing Finance Office.

Again, we recommend that you utilize a UTM when submitting the UCFR to us although we will accept the document without one.

Failure to Turn-in UCFR

Failure to submit a UCFR results in a letter sent to you requesting reason of non-submission per Army Regulation. Follow-up requests continue until we receive a UCFR. If you foresee missing the suspense date, notify your finance POC. We will vigorously pursue receipt of all UCFRs since it is the Soldier who receives and deserves the benefit of our perseverance.

If you continuously fail to return your UCFR (annotated and signed), we will inform your commander.

Supporting Documents

The primary purpose of reviewing the UCFR is to correct errors. In order for us to input the corrective actions you annotate on your UCFR, it is oftentimes necessary that you submit a supporting document to back up your annotation.

Not all requested actions require a supporting document. It is not our intent to make the UCFR certification a difficult process. Since the commander signs the certification after making his/her annotations and requested changes, the entire document acts as a memorandum of authorization to make the requested changes. **Utilize the table below to determine whether or not you need to submit a separate supporting document.**

If a supporting document is not necessary, please ensure that you list all necessary information relevant to the transaction on the UCFR. Unless, you give us all the information (e.g. a date) we will not be able to make the necessary input. An example is a commander's request to stop FDP (Foreign Duty Pay) for one of his Soldiers as of 31 Dec 03. In other words, a "YES" appeared in the FDP column of the UCFR but the Soldier was not entitled to receive FDP. You do not have to provide supporting documentation, but, the commander must circle the "YES", and annotate "STOP 031231" for that change to take effect. (Also, a signature from the commander on the UCFR Certification Memorandum is required).

Here is a table with some examples of what requires supporting documents and what does not:

<u>UCFR Column</u>	<u>Pay Problem</u>	<u>Supporting Document Required</u>
Grade	Wrong Grade	Signed DA Form 4187 authorizing promotion and eMILPO processed transaction report
Pay Option	Change of	Signed SF 1199 with bank and account information
Allotments	Start, Stop, Change	Signed DD 2558 with effective date
BAH	Start, Stop, Change	Signed DA 5960
BAS	Start Separate Rations	Signed DA Form 4187 initiating Separate Rations
BAS	Stop Separate Rations	None (annotate UCFR)
Leave	(Any Type)	Fully Completed DA Form 31
ETS	(Any Type)	Reenlistment or Extension paperwork
FSA	Start	Signed DA 1561
FSA	Stop	None (annotate UCFR with date)
FDP	Start	Paid Travel Voucher / Orders / DD 1610
FDP	Stop	None (annotate UCFR with date)
HFP	Start	Paid Travel Voucher / Orders / DD 1610
HFP	Stop	None (annotate UCFR with effective date)
OHA	Start	Signed DD 2367
COLA	Change	Divorce Decree, Birth Certificate, Adoption Cert., etc
IPAY	Start	Orders

Common UCFR Problems

Many problems are fairly routine and quite easy to spot when conducting thorough reviews of your UCFR. After doing your review a few months, you will quickly learn to spot inconsistencies and other indicators that may point to possible problems.

Here is a short list of problems for which you may want to focus your review:

<u>Situation</u>	<u>Check (or Action)</u>
Soldier not on UCFR	Annotate on UCFR Cover Sheet
Soldier receiving BAH (1+ Dependents)	Match of BAH: "W/D"
Soldier receiving BAH (no Dependents)	Match of BAH: "W/O"
Soldier receiving BAH but not OHA	Complete & Sign DD 2367, (if applicable)
Soldier authorize BAH but not receiving	Complete & Sign DD 5960
Soldier living in barracks	BAH should be "REB"
"POPT" column	Should be "CHEK"
Leave is -10.0 or less	RED FLAG!!! Command needs to monitor leave
Leave is greater than 60 days	Has all leave been processed?
# of Dependents Should be consistent	BAH, OHA, COLA
"YES" in TDY	Is Soldier still deployed?
"YES" in FDP	Was Soldier in authorized area for 8 days?
"YES" in HFP	Was Soldier in authorized area?
"YES" in IPAY	Why? (What type of incentive pay?)
ETS Date past	Submit Reenlistment or Extension

The examples listed above are not comprehensive. Also, the military pay regulations are quite complex and there are exceptions to many rules - especially in the area of BAH and FSA. This guide is an attempt to provide normal or frequent situations and circumstances. If during the course of your review, you encounter a set of circumstances not covered in this guide and you need an explanation, please call us for an interpretation or additional information.

Note from CDR, 13th Finance Group

I hope this guide is a valuable tool for you when reviewing your unit's UCFR. It is a guide that will give you the most important items of information you need to successfully review your UCFR

I urge you to use the UCFR to its maximum extent by reviewing, annotating, and returning it to my units. Once turned in, to see the requested transactions input into the system without the soldiers or the PAC having to do anything is rewarding. **The UCFR offers you direct access** - a means of bypassing the regular PAC UTM system on items that you, as a Commander or First Sergeant, have determined need attention. I urge you to take advantage of this opportunity and carefully review your UCFR. Continue to use and support the regular finance system, but also help yourself and your soldiers by taking advantage of this opportunity.

Please don't hesitate to call your servicing finance office for any finance support reason - UCFR help, or anything else.

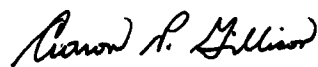
15th Finance Battalion-287-6522

230th Finance Battalion – 618-7279

230th A. Det Finance Battalion- 287-0276

230th B. Det Finance Battalion- 288-2284

230th D. Det. Finance Battalion – 287-5556



AARON P. GILLISON
COL, FC
Commanding